



## Bursary

# Health Workforce Scholarship Program Grant Guidelines 2025-2026



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# 1. Before you start your application

**Please read** the guidelines before you commence your application

Check your Letter of Employment includes all the points detailed in Section 7.1.1. OR print the Letter of Employment template, Appendix 1, on your employer letterhead, complete the table and ensure it is signed by your employer or practice manager.

You don't need to submit a receipt as evidence of expenses with your application. An invoice or a screen shot will suffice. We need to know what the activity is, the costs of the activity and the details and location of the activity.

Consider how this activity will help you in advancing your knowledge and skills and the benefits the upskilling activity will bring to your patients and the broader community.

Make sure you submit your application by 11.59 pm on the day BEFORE the activity commences. For self-paced online activities where access starts as soon as you pay (for example, GP exam preparation courses) applications must be submitted by 11.59 pm on the day BEFORE making payment for the activity.

Applications submitted AFTER the activity has commenced will be DECLINED

You must submit your application and requests for further information via the MyRWAV Portal.

Grant funding is designed to support the applicant in undertaking clinical upskilling and is not intended to provide full cost recovery.

Submitting your application does not guarantee you will be successful.

## 2. Grant Overview

The Rural Workforce Agency Victoria (RWAV) is a not-for-profit government-funded organisation focused on improving healthcare for rural, regional and Aboriginal communities in Victoria.

The Health Workforce Scholarship Program (HWP) is part of the Australian Government Department of Health's Health Workforce Program Guidelines.

The HWP is funded by the Australian Government Department of Health and Aged Care and is administered in Victoria by RWAV.

The purpose of the HWP is to improve access to the services needed in rural and remote areas (defined as locations categorised as Modified Monash Model (MMM) 3–7) by supporting an increase in clinical skills, capacity and/or scope of practice of privately employed health professionals in the fields of medicine, nursing and allied health.

HWP funding is directly related to clinical training and upskilling within the field of the applicant's **relevant health qualification** and is assessed on the relevance, value for money and the likelihood to meet identified primary healthcare needs of the community.

## 3. Criteria to qualify for funding

To be eligible for the HWP you will need to meet **all of the following criteria**:

- a. Work as a health professional in a role on the list of eligible health professions.
- b. Provide a minimum of 8 hours of face to face clinical care per week, in Victoria:
  - in the private or non-government primary health sector in a MMM 3-7 location;

**OR**

  - in an Aboriginal Medical Service or Aboriginal Community Controlled Organisation in a MMM1-7 location
- c. Propose to undertake clinical study or upskilling activities that will meet identified health needs in your community.
- d. Propose to continue to provide a minimum of 8 hours of face to face clinical care per week, in Victoria, after completing your course (as there may be a requirement to complete a return of service agreement of 12 months after the course is completed).
  - in the private or non-government primary health sector in a MMM 3-7 location;

**OR**

  - in an Aboriginal Medical Service or Aboriginal Community Controlled Organisation in a MMM 1-7 location.

- e. Provide evidence that your employer is a private or non-government organisation entity (Enter the business ABN in the <https://abr.business.gov.au/> to determine the entity type.)
- f. For those eligible professions who are not registered with AHPRA, the applicant must be a member of their relevant professional peak body

The following health professionals are not eligible to apply:

- Health professionals employed solely by any Government entity as identified in the <https://abr.business.gov.au/> (Local, State or Federal)
- Employees who solely provide Government funded services (e.g. NDIS, HACC, TAC, VOCAT, etc.). Note that employees who provide at least 8 hours per week of face to face clinical care, which is NOT provided through government funding, may be eligible.
- Employees of hospices, unless the employee provides at least 8 hours per week of home based care
- Employees with a primary role of leadership, teaching, or supervision are not eligible as this is not considered providing primary healthcare
- Employees in aged care facilities are not eligible as this is not considered providing primary healthcare
- Employees who solely provide telehealth

## LIST OF ELIGIBLE PROFESSIONS

- |   |                          |
|---|--------------------------|
| • Aboriginal and Torres Strait Islander Health Practitioner | • Midwife                |
| • Aboriginal Health Worker                                  | • Nurse                  |
| • Audiologist   | • Nurse Practitioner     |
| • Chinese Medicine Practitioner                             | • Nutritionist           |
| • Chiropractor  | • Occupational Therapist |
| • Counsellor*   | • Optometrist            |
| • Dental Assistant  | • Orthoptist             |
| • Dental Hygienist  | • Orthotist/Prosthetist  |
| • Dental Practitioner                                       | • Osteopath              |
| • Dental Prosthetist  | • Paramedic              |
| • Dental Therapist  | • Pharmacist             |
| • Oral Health Therapist                                     | • Physiotherapist        |
| • Diabetes Educator   | • Podiatrist             |
| • Dietitian   | • Psychologist           |
| • Exercise Physiologist                                     | • Social Worker          |
| • Medical Practitioner                                      | • Sonographer            |
| • Medical Radiation Practitioner                            | • Speech Pathologist     |

*\*Counsellors must hold an AQF level 7 qualification or higher in Counselling and must be registered with a relevant counselling professional association, such as ACA or PACFA.*

## 4. Eligible Activities

Courses and activities do not need to be accredited, but will be assessed by the relevance, value for money, the perceived benefits to patients, and the likelihood to meet identified primary healthcare needs of the community.

The activity must relate to clinical study or upskilling and be directly related to the current role and **relevant health qualification** which makes you eligible for this grant. For example, if you work in both private primary practice and a public hospital, the activity must directly relate to your role in private primary practice. If the activity relates primarily to your hospital role then it would not be eligible.

Limited funding is available to support the development of health professionals in clinical leadership, including supervision and mentor training. These applications will be assessed by taking into account the clinical nature of the course as well as the expected benefit to the community.

Bursaries can be used for activities such as:

- Short courses, workshops, conferences and seminars
- Vocational education and training courses (e.g. Australian Skills Quality Authorisation (ASQA) recognised training packages)
- Training that meets the professional development requirements of the applicant's professional registration and/or association (including General Practitioner Fellowship exam preparation courses)
- Recognised industry skills training and upskilling for individual health professionals
- Provisional Psychology supervision costs (must be completing either 4+2 or 5+1 internship program)



## 5. Ineligible expense items

The following expenses are not eligible for funding:

- Activities and related costs occurring before your application is submitted
- Any expenses related to an overseas face-to-face activity
- Resources such as textbooks, equipment (IT, clinical or diagnostic), software, memberships, subscriptions, exam fees, or similar
- Placement related costs (e.g. meals, accommodation, travel, wages lost, or similar)
- Any expenses related to attending or sitting an exam
- Applicants whose place of residence is in metropolitan Melbourne are not eligible to claim travelling expenses within the metropolitan Melbourne area
- Travel between your booked accommodation and the activity venue
- Incidental expenses (e.g. local transport, meals, etc.)
- Taxi/Uber etc. fares, transfers, parking fees, tolls, car rental fees or similar
- Any activity where a course completion certificate or proof of attendance is not issued
- General supervision, mentoring, membership, accreditation fees, or similar costs to maintain your professional registration
- Study funded by other sources
- Activities for which other Commonwealth, State, or Local Government bodies have primary responsibility. This includes training for health professionals working solely in a public hospital or government funded entity
- Training unrelated to the applicant's **relevant health qualification** is not eligible (e.g. management, personal self-improvement, marketing courses, re-training in a new career)
- Any costs associated with an activity which is cancelled by the service provider are not eligible
- If an activity is deferred and you cannot attend on the new date/s, no costs associated with this activity are eligible
- Any other expenses that are deemed unreasonable by RWAV.

## 6. Funding Available

A payment up to \$10,000 (maximum of \$10,000 in total in one financial year) to support the cost of eligible claim items. Individual applications must be for a minimum total of \$200.

Applicants can make more than one bursary application up to the total value of \$10,000 per financial year.

Applicants can receive a combined total of up to \$10,000 per financial year across the Health Workforce Scholarship Program Scholarship and the Health Workforce Scholarship Program Bursary.

## 7. Application process

Applications may only be made within 3 months of the start date of the activity.

Applications must be submitted by 11.59 pm on the day BEFORE the activity commences.

For self-paced online activities where access starts as soon as you pay (such as GP exam preparation courses) applications must be submitted by 11.59 pm on the day BEFORE making payment for the activity.

You may be asked to provide more information to support your application. Submitting your application does not guarantee you will be successful.

Applications will be assessed based on:

- a. The location of your employment (MMM 3-7 or MMM 1-7 if working in an Aboriginal Medical Service or Aboriginal Community Controlled Organisation)
- b. Applicant eligibility criteria
- c. Professional development activity
  - Planned increase in skill capacity and/or scope of clinical practice; and
  - Meeting one or more identified primary health workforce needs; and
  - Demonstration of primary health service provision to rural and remote community.

### 7.1. Information Required in Application

#### 7.1.1 Proof of Employment in a letter that meets the following 7 criteria:

1. Is on your employer's letterhead and from your immediate manager  
If you are self-employed please provide your ABN and detail services provided, location/s, hours of service delivery (letterhead not required)
2. Is dated and signed by the employer or business manager, within the last three months
3. States your name as the applicant, including evidence of a name change if the receipt is not in your professional registration name
4. States your position title
5. States your employment status (full-time/part-time) and the number of clinical hours worked per week
6. States the location of primary health services provided
7. States the start date of employment in your present position

**OR** Use the Letter of Employment Template attached to these guidelines, Appendix 1



### 7.1.2 Anticipated costs

You do not need to have paid for the activity and related travel and accommodation at the time of application. You must, however, provide evidence of the anticipated costs as an unpaid invoice, screen shot showing the course name and cost, or similar, and travel and accommodation (if required)..

Courses which are undertaken as “bundles” will be reimbursed one component at a time, on provision of a certificate of completion for each component.

Reimbursement for accommodation, airfares and car travel will be payable according to the Australian Taxation Office (ATO) rates considered reasonable for domestic travel allowance expenses. The maximum claim for reimbursement for car travel is capped at \$500 per application.

### 7.1.3 An explanatory statement addressing the following questions:

- What is the health need that has been identified in your community?
- How will the local community benefit from your upskilling or training?

The information provided in these answers should support your request for funding. Please ensure you provide sufficient details to inform us on the identified need and benefits to your community.

## 8. Notification of applications

RWAV will notify you of the outcome of your application via email. Please note applications **may** take up to six (6) weeks to be assessed, approved and processed. If your application is unsuccessful, RWAV will provide an explanation as to why your application has been declined.

If your application is successful, we will email you a Grant Letter of Agreement for you to sign and return within FOURTEEN days. If RWAV does not receive your accepted Grant Letter of Agreement by the nominated date, the offer of funding will be cancelled.

The Letter of Agreement details:

- The funded course/activity
- The amount of funding available
- Your requirements as an awardee (successful applicant)
- The debt recovery process in the event that you do not fulfill your obligations set out in the Letter of Agreement
- The Return of Service Obligation (if applicable – refer to section 8.1.2 below)
- Information on the payment process, including documentation required for evidence before we can reimburse you.

## 8.1. Awardee requirements

### 8.1.1 Awardees are required to:

- Upload a Certificate of Completion/Attendance in the MyRWAV Portal ([portal.rwav.com.au](https://portal.rwav.com.au)) under the relevant Funding Award within FOURTEEN days of completion of the course.

*NOTE: Awardees who fail meet this requirement will be rendered ineligible for future funding for a period specified by RWAV.*

- Upload all claims for reimbursement in the MyRWAV Portal ([portal.rwav.com.au](https://portal.rwav.com.au)) under the relevant Funding Award within FOURTEEN days of completion of the course.
- Complete an evaluation survey within FOURTEEN days of completing of the funded activity. The survey link will be emailed to you one day after the activity end date.

### 8.1.2 Return of Service Obligation

A Return of Service Obligation (RoSO) is required for applications receiving a scholarship or bursary equal to the value of \$5,000 or more, or for course/study (including online) longer than 6 months. In this case, the applicant must continue providing services in an equivalent or higher MMM location for 12 months after completion of their course.

Awardees who fail to meet their RoSO requirements may be rendered ineligible for future funding for a period specified by RWAV.

The RoSO will be clearly stated in your Grant Letter of Agreement with RWAV.

## 8.2. Case Management

Successful applicants who have a Return of Service Obligation will be supported by RWAV throughout their bursary activity.

Details of the case management to be provided will be stated in your Grant Letter of Agreement with RWAV.

## 8.3. Payment

Funding through the HWSP is via reimbursement. Awardees are required to pay for the activity and associated costs and then submit their claims for approved items to RWAV for reimbursement.

Once your grant has been approved, you will need to provide a tax receipts in order to receive reimbursement.

**All** receipts must include:

- your name (as the grant recipient)
- GST amount (if GST is applicable)
- a zero outstanding balance

Course receipts must **also** include:

- details of the activity (course/conference, etc.) including name, date and location
- ABN of course/conference provider

Receipts for air travel must **also** include:

- The date/s of the flight/s
- Flight origin and destination

Receipts for car travel:

- No receipts are required for private car travel.
- Payment (only if approved as part of your application) will be calculated at the current ATO rate, and based on return travel from the town/suburb of your usual place of residence to the town/suburb of the course, or airport (if flying).

Note that on-line cart receipts, bank statements, etc. are not acceptable for any claim.

Reimbursement for accommodation and travel will be assessed against ATO reasonable travel allowance standards.

Payment for the activity will be made on provision of a compliant receipt and may be made prior to the activity date.

Payment for travel and accommodation expenses will only be made following provision of a compliant receipt/s and Certificate of Attendance/Completion.

## 9. Changes to Grant Activities

Written approval from RWAV is required to change the activity outlined in your Grant Letter of Agreement. RWAV will review any new activity against the identified health/workforce need, your original application and the reason for the change.

Changes to a proposed activity are at the discretion of RWAV and usually only permitted where the training provider cancels the training, or under exceptional circumstances. RWAV reserves the right to cancel the Grant Letter of Agreement if the original activity cannot be completed.

## 10. Termination of Grant Letter of Agreement

RWAV may terminate a Grant Letter of Agreement if it reasonably believes the awardee:

- Has transferred to a different activity without consent from RWAV;
- Has breached the Grant Letter of Agreement;
- Provided false or misleading information in their application;
- Has failed to complete the activity;
- Has failed to complete the RoSO (if applicable); OR
- No longer meets the employment criteria for grant eligibility.

## 11. Debt Recovery

Where an awardee does not fulfil their requirements as detailed in the Grant Letter of Agreement, RWAV may seek to recover the relevant monies.

Each awardee will be required to sign a Grant Letter of Agreement, confirming that they have understood the terms and conditions of the agreement including the process for debt recovery should the awardee be unable to meet their obligations.

The debt recovery process will be outlined in your Grant Letter of Agreement.

## 12. Complaints and Appeals

Unsuccessful applicants who wish to appeal the outcome of their application should email the grants team at [HWSP@rwav.com.au](mailto:HWSP@rwav.com.au). The case will be considered by the Manager-Strategy and Partnerships.

The RWAV CEO is the final arbiter for any appeal on the HWSP.

All formal complaints or appeals must be lodged within 28 days of notification of the grant application outcome. Requests received after this time will not be considered.

## 13. More information

Any questions relating to the HWSP in Victoria should be directed to the Grants Officer at [HWSP@rwav.com.au](mailto:HWSP@rwav.com.au) or via phone on 03 9349 7800



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# 14. Appendix 1

**To be completed by the Employer or Business Manager**

Please complete the following and ensure that the letter is printed on your practice letterhead.

Applicant is required to include completed form in application for HWSP as Proof of Employment

(delete all red text before printing)

## HWSP Grant Application Letter of Employment

### Applicant details

Applicant full name	
Position held at the practice	
Number of face to face clinical hours per week (exclude telehealth hours and hours spent with government funded clients such as NDIS, HACC, TAC, etc.)	
Date applicant commenced working at the practice	

### Practice details

Name of Practice	
Address of Practice	
Practice ABN	

### Authorisation Details

Name of person making Authorisation	
Person making Authorisation - position held at the practice (must be the direct employer or business manager)	
Signature of person making Authorisation	
Date	